

**Utah Cancer Action Network**  
**Bylaws**  
**May 2003**  
**(Formerly the Utah Comprehensive Cancer Control Initiative)**

**I. Mission**

The mission of the UCAN is to reduce cancer incidence and mortality in Utah through collaborative efforts that provide services and programs directed toward comprehensive cancer prevention and control.

**II. Roles and Responsibilities of the UCAN**

The Initiative shall have the following functions:

1. Bring together at the state level responsible representatives from the public and private sectors engaged in research, prevention and early detection of cancer; education, diagnosis, treatment, management, support and rehabilitation of persons with cancer; and persons with cancer and their families to address the problems of cancer in Utah.
2. Invite persons with special expertise in research, prevention, and early detection of cancer; the education, diagnosis, treatment, management, support and rehabilitation of persons with cancer; epidemiology; fund raising, and public relations, to advise and participate in the work of the Initiative.
3. Foster interagency collaboration in efforts to better understand, prevent and treat cancer in Utah, and promote networking between health care providers and community organizations.
4. Foster support among partners engaged in cancer prevention, early detection, treatment, and quality of life.
5. Assess the scope and magnitude of the problem of cancer in Utah by reviewing available information on incidence, prevalence, severity, temporal trends, cost of care, etiologies and the availability, practicability and effectiveness of preventive and treatment measures.
6. Identify important gaps in available information on cancer in Utah, and seek ways to find or develop the missing information.
7. Continue to implement, evaluate, revise, and disseminate the plan for the prevention, early detection, treatment, rehabilitation, and palliation of cancer in Utah in such ways as to support the UCAN mission and address the changing needs of cancer.

8. Recommend priorities for cancer prevention and early detection efforts in Utah to participating agencies, state, county and local governing bodies, American Cancer Society, other voluntary agencies, and national agencies such as the Centers for Disease Control and Prevention and the National Cancer Institute.
9. Evaluate present and proposed strategies for the prevention and early detection of cancer in Utah in terms of assessed need, estimated costs, potential benefits and probability of success of each strategy.
10. Work to secure appropriate funding and broad-based community support for strategies that will have a positive effect on the morbidity and mortality due to cancer in Utah.

### **III. Membership in the UCAN**

1. Membership is open to any person/organization who is interested in reducing the burden of cancer in Utah and meets all membership requirements.
2. To be considered an active member, with full membership rights and responsibilities, each member/organization is expected to do the following:
  - a. Endorse the implementation of UCAN goals and objectives;
  - b. Provide a written description of the member's/organization's proposed activities to implement one or more of the UCAN's priorities;
  - c. Implement one or more of the UCAN priorities within the member's own organization and/or with other organizations.
  - d. Report progress and accomplishments annually including any collaboration within the member's own organization or with other organizations.
3. Only active members/organizations are eligible to vote, to serve on the Executive Committee, and to apply for funds directed exclusively at UCAN member organizations.
4. Each member/organization will communicate his/her organization's viewpoints to the UCAN and inform his/her organization of the UCAN's mission, decisions and activities.
5. Members are expected to attend or be represented at each UCAN meeting.
6. Members/organizations will participate in establishing priorities for the control of cancer toward which the UCAN will be directed.

7. Members/organizations maintain the right to resign their membership at any time.

#### **IV. Meetings of the UCAN**

1. The UCAN will meet four times each calendar year or on a frequency determined by the UCAN Executive Committee.
2. Notice of meetings (stating the date, time, and place) will be provided to the full membership at least 30 days prior to the meeting. The agenda will be distributed not later than 15 days prior to the meeting. Minutes will be taken, filed, and distributed to the membership of the UCAN.

#### **V. Chair and Chair Elect**

1. The UCAN will have a Chair and Chair Elect. These individuals will be elected from and by the current membership of the UCAN.
2. The Chair will:
  - a. Carry out responsibilities of leadership for the UCAN.
  - b. Have general powers of management usually vested in the office of chairperson.
  - c. Serve as a spokesperson(s) for the UCAN.
  - d. Convene and preside over meetings of the UCAN and the Executive Committee.
  - e. Appoint a Nominating Committee.
3. The Chair Elect will carry out the duties of the Chair in his/her absence and will assume the duties of the chair, if that office is vacated, through the remainder of the term and will serve as chair of the Nominating Committee.

#### **VI. Term of Office for the Chair and Chair Elect**

1. The Chairpersons will serve for two-year terms, which may be renewed. The first year of service will be as Chair Elect and the second year of service will be as Chair.
2. A vacancy occurring for the Chair Elect will be filled by the appointment of a member of the Executive Committee by the Chair and the Immediate Past Chair to serve out the remainder of the term.

3. Term of office will be July 1-June 30 of each year. Elections will be held in the final quarter of each year.

## **VII. Term of Office for the Immediate Past Chair**

The Chair leaving office will become the Immediate Past Chair and may serve as an ex-officio member of the Executive Committee until the next Chair finishes a term.

## **VIII. Executive Committee**

1. The Executive Committee is the governing body of the UCAN and approves the Guiding Principles under which the UCAN operates to accomplish its mission.
2. The Executive Committee is responsible for establishing the process for determining the priorities for cancer control to be addressed by the UCAN.
3. The Executive Committee consists of: an elected Chair and Chair Elect; five other elected individuals from the UCAN membership; the chair of each of the four standing committees; the Utah Cancer Control Program Manager; and other members appointed by the chair pending Executive Committee approval. The Immediate Past Chair may also serve as an ex-officio member of the Executive Committee, if available, voting only to break a tie.
4. The Executive Committee is representative of the organizations in Utah concerned with cancer control, including organizations that represent special populations, which are impacted by cancer. To ensure organizational representation, the Committee will periodically review and approve guidelines to be used by the Nominating Committee regarding organizational categories for Executive Committee membership.
5. The Executive Committee is responsible for appointing or reconvening ad hoc committees, as needed, to provide advice on priority cancer sites or issues. Committee membership must include an UCAN member but is not limited to UCAN members.
6. The Executive Committee will be elected by a mail vote of the full UCAN.

## **IX. Term of Office for the Executive Committee**

1. Members of the Executive Committee will serve a two-year term. The UCAN term is renewable if the member continues to meet the requirements for UCAN membership and is reelected by the full membership.

2. The Chair or Chair Elect may fill a vacancy occurring on the Executive Committee with the appointment of a UCAN member to serve out the remainder of the term.
3. Term of office will be July 1-June 30 of each year. Elections will be held in the final quarter of each year.

**X. Meetings of the UCAN Executive Committee**

1. The Executive Committee will meet at least twice a year.
2. Members of the Executive Committee are expected to be present or represented at each Executive Committee meeting.
3. Notice of meetings (stating date, time, and place) will be provided to Executive Committee members at least 30 days prior to the meeting. The agenda will be distributed not later than 15 days prior to the meeting. Minutes will be taken, filed, and distributed to the members of the Executive Committee.

**XI. Standing Committees**

1. Each standing committees will have a chairperson. Standing committees will elect or accept a volunteer as their chairperson.
2. The chairperson of each standing committee will be responsible for creating meeting agendas, having minutes taken, filed, and distributed the members of each standing committee.

**XII. Nominating Committee**

1. The Nominating Committee will consist of the Chair Elect and two members of the UCAN membership that are not members of the Executive Committee.
2. Every year the Nominating Committee will solicit recommendations from the full UCAN for open positions on the Executive Committee. The Nominating Committee will develop and forward for vote by the full UCAN a ballot for the Executive Committee that is consistent with Executive Committee-approved categories to ensure broad representation from the UCAN. Whenever possible, the ballot will propose more members to fill openings in each category than there are openings on the Executive Committee. Voting will take place by mail.
3. The Chair will appoint a nominating committee of three every year.

### **XIII. Voting**

1. Each member is entitled to one vote.
2. Each member or his/her representative must be present to vote except for election of officials and amendments to bylaws.
3. Motions before the UCAN, except on amendments to these bylaws and elections, will be decided by a simple majority of the voting membership present or voting by mail. The decision about which of these methods is used will be made by the UCAN Chair and Chair Elect.

### **XIV. Conflict of Interest**

On any matter brought to a vote, a member with a conflict between the interests of the UCAN and the member's organization will be responsible to declare such conflict. The Chairpersons will decide whether the member should vote on the issue about which the conflict has been declared.

### **XV. Quorum**

A quorum will consist of one-third of the voting members of the UCAN.

### **XVI. Amendments to the UCAN Bylaws**

1. The Bylaws may be amended by two means:
  - a. At a meeting of the full UCAN where a quorum is present and the vote passes by 60% of those voting.
  - b. By a mail or electronic mail vote if a quorum responds and the vote passes by 60% of those voting.
2. A notice setting forth the proposed amendments must be sent to all members in good standing at least 30 days prior to the vote.

### **XVII. Staff Support**

Staff from the Utah Department of Health's Cancer Control Program will provide administrative support for the Executive Committee, standing committees, and all general membership meetings for the effective operation of the UCAN.